



UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS
OFFICE OF THE CLERK
1 COURTHOUSE WAY
BOSTON, MASSACHUSETTS 02210

Sarah Allison Thornton
CLERK OF COURT

JURY EVIDENCE RECORDING SYSTEM (JERS)

The United States District Court for the District of Massachusetts is testing, in limited courtrooms, a system that allows evidence admitted during trial to be viewed electronically in the jury deliberation room upon the conclusion of the trial. JERS provides easy access to evidence during the deliberations through the use of a touch screen monitor in the jury room.

Attorneys of record will be given an opportunity to review the exhibits at the conclusion of testimony and evidence. Court personnel, at the Judge's direction, will release exhibits to the jury as deliberations begin.

JERS has the ability to:

- Store all exhibits submitted prior to trial, and then designate just those admitted into evidence;
- Capture, through the courtroom's presentation equipment, exhibits that were not submitted prior to trial but later admitted by the court;
- Print a list of the exhibits, by number and by description, that will be released to the deliberating jury; and
- Restrict how the jury may review the exhibit: Audio Only, Video Only, Zoom Off (Zoom Off restricts the jury from enlarging an exhibit on the touch screen in the deliberation room).

Submitting Exhibits

Counsel shall submit all proposed exhibits on a DVD-R or CD, as directed by the court, at the Final Pretrial Conference or in the Final Pretrial Order. The disc shall be labeled with the title of the case and the name of the party for whom the exhibits are submitted. A hard copy of the party's exhibit list that includes the electronic file name for each exhibit shall be submitted with the DVD-R or CD. Unless otherwise directed by the court, the disc will not be returned to counsel. Parties shall be prepared, as is the usual practice, to submit hard copies of any exhibit admitted during trial.

There are two ways for attorneys to submit exhibits:

Method one: each exhibit file should be clearly named as in the examples below, using this format: **exhibit number_exhibit description.file extension**, or, if an exhibit has sub-parts, **exhibit number-exhibit subpart_exhibit description.file extension**. All exhibits must be in the same folder or directory.

For example:

- 1-a_photo of store from east view.jpg
- 1-b_photo of store from west view.jpg
- 2_camera footage.wmv
- 3_contract.pdf

Method two: law firms using exhibit management software may submit (on a CD or DVD-R) exhibits exported using an indexed file method with a text delimited file naming the exhibits. The text file must be named "Exhibits.txt" and each line must contain information using this format: **exhibit number-optional subpart|exhibit description|exhibit file name**. The "exhibits.txt" file must be in the same folder or directory as all the exhibits.

For example:

- 001-001|Photo of bank|GX001.pdf
- 002-001|Camera footage|GX002.wmv

Exhibit File Types

JERS will accept electronic evidence only in the following formats as other types cannot be uploaded:

- Documents and Photographs: .bmp, .gif, .jpg, .pdf, .tif
- Video and Audio Recordings: .avi, .mpg, .mp3, .wav, .wma, .wmv

****Each PDF file may not be larger than 12MB. Hyphens and underscore characters must be used as shown in the examples above.**

Questions regarding this system may be directed to Craig Nicewicz, Deputy Assistant Operations Manager at 617-748-9161.